

# **STATE OF IOWA CERTIFIED LOCAL GOVERNMENT GRANT GUIDELINES**

State Historical Society of Iowa  
Iowa Historic Preservation Office  
600 East Locust Street  
Des Moines, Iowa 50319-0290  
[historic.preservation@iowa.gov](mailto:historic.preservation@iowa.gov)

Revised June 2022



## **INTRODUCTION**

Jointly administered by National Park Service (NPS) and the State Historic Preservation Offices (SHPO), the Certified Local Government (CLG) Program is a model and cost-effective local, state, and federal partnership that promotes historic preservation at the grassroots level. Working closely with national organizations as the National Alliance of Preservation Commissions and the National Main Street Program, the CLG program seeks to:

- 1) develop and maintain local historic preservation programs that will influence local decisions critical to historic properties, and
- 2) ensure the broadest possible participation of local governments in the national historic preservation program while maintaining preservation standards established by the Secretary of the Interior.

An incentive for participating in the CLG program is the pool of matching grant funds made available annually to participating cities and counties. In Iowa, the CLG grant fund amounts to over 10% of Iowa's annual Historic Preservation Fund (HPF) grant allocation from the National Park Service. Since 1983, when the CLG program started, Iowa has awarded over \$2,300,000 in grants monies to fund grant projects across the state. The Iowa Historic Preservation Office typically has approximately \$100,000 each year to award in CLG grants.

To qualify for a CLG grant, a city or county must meet two criteria:

- 1) Have a certified local historic preservation program:  
The city or county must have an established local historic preservation program by ordinance or resolution, applied for and received Certified Local Government status from the National Park Service, Department of the Interior.
- 2) Be current in CLG Annual Report submittals:  
The city or county must be current in their submission of Iowa CLG Annual Report forms. This means that the CLG city or county has submitted all Iowa annual report forms through the prior year and is in good standing.

If you have questions about eligibility, contact [historic.preservation@iowa.gov](mailto:historic.preservation@iowa.gov)

## **FAQs: FREQUENTLY ASKED QUESTIONS**

### **How does my Certified Local Government apply for this grant?**

We use an online application through SlideRoom.

**You must register in advance to use <https://iowahistory.slideroom.com>**



**If you have questions about the CLG grant application and/or <https://iowahistory.slideroom.com>, please email [historic.preservation@iowa.gov](mailto:historic.preservation@iowa.gov)**

You will need to upload to SlideRoom a **signed** letter from your chief elected official (mayor, chairman of the board of supervisors, or president of the land use district). The letter should state that the chief elected official approves of the grant application and the commitment of match noted on the budget page. Please be sure to factor that requirement into your grant application process and allow enough time to secure this letter!

You can submit a draft application for comment. Staff will look at your application and give you feedback for improving it. You can then submit it as a final application by the deadline. Please note that if you are submitting a Planning for Preservation project, you are **required** to provide a draft application for review and comment.

### **What types of projects are eligible for CLG funding?**

Eligible activities include those that involve looking for and establishing the significance of buildings, structures, sites, objects or districts are eligible. In historic preservation language, these activities are described as *identification*, *evaluation* and *registration*. Planning activities are eligible when the focus is on historic preservation.

A planning project could be developing a historic preservation component for a city or county comprehensive plan; or a plan to develop historic contexts and conduct a series of identification-evaluation-registration projects. Planning could involve studying local ordinances and codes, proposing historic preservation-friendly revisions and, ideally, having those revisions implemented by City Council or Board of Supervisors action.

Educational projects that involve historic preservation are eligible. Applying for scholarship monies to send commissioners or staff to the [National Alliance of Preservation Commissions'](#) FORUM, National Alliance of Preservation Commissions' CAMP, [National Trust](#) annual conference (Past Forward), [National Preservation Institute](#), [National Main Streets](#) Conference etc.; developing videos and brochures for tours of historic properties; developing historic preservation curriculum for elementary or high school classes are examples of educational activities.

Finally, CLG grants can be used for Pre-Development projects. Pre-development projects include doing a structural assessment of a National Register-listed property and developing rehabilitation recommendations; developing maintenance plans for properties; studying adaptive use or alternative uses for a property and making recommendations as to the most appropriate. Generally, these projects focus on a single National Register listed property that is owned by the local government or is accessible to the public. A letter of consent from the property owner is required for the grant application.

For National Register nomination projects, a letter of consent from the property owner is required for the grant application. If you propose to nominate a historic district, please provide documentation (e.g., public notice and meeting minutes) that you have held a public meeting to show there is local support and support among the property owners for the nomination.

### **What types of projects are not eligible for CLG funding?**

CLG grants cannot be used to cover the cost of preparing the grant applications, construction or rehabilitation projects, landscaping, building maintenance, acquisition of property, or the cost of moving properties. CLG grants cannot be used to cover the cost of doing archival research unrelated to historic properties or the cost of workshops, publications, flyers, exhibits that do not directly relate to historic preservation. CLG grants cannot be used for museum projects that do not directly relate to historic preservation.

### **Can my CLG work with another agency or organization on a CLG grant project?**

Yes and in fact, partnerships are encouraged!

### **Can my CLG work on a grant project that involves historic properties located outside of the CLG geographical limits?**

Yes, if all local governments involved approve the project and if the project meets the CLG Grant program requirements. For example, if a county CLG wanted to do a project within the city limits, a letter supporting the project from the city council would be required as part of the grant application.

### **Can my CLG submit more than one grant application during a grant round?**

Yes, a CLG city or county may submit more than one application per grant round. If more than one application is submitted, make sure that the city or county is prepared to undertake all of the projects, if they all receive grant awards! Because of the way SlideRoom is configured, the second application must be submitted under a different user name.

### **How much CLG grant money is available?**

Each year approximately \$100,000.00 is available.

### **How much money can I request in my grant application?**

There is no cap for grant projects but please use common sense in making your requests. For example, a request for \$25,000 would mean that one CLG would be receiving a quarter of the CLG grant allocation. Unless the project dealt with a National Historic Landmark or was extremely compelling, it is unlikely that \$25,000 or more would be awarded.

### **How do I determine how much money to request?**

This is an important question as recently several projects have been underfunded making it difficult for the CLG to complete the work for the amount of money available. We **strongly recommend** that you first develop a scope of work for your project and contact several **qualified** consultants to help you determine costs. Once you are awarded the grant, you will have to live with that dollar amount and complete the project. It is important to determine up front what the true cost of your project will be.

If you skip this step, you may not ask for enough money to accomplish your project and you'll have to forfeit the grant funds.

### **Who serves as the fiscal agent for the project?**

The grant is awarded to the city or county government. Typically, the city clerk or county auditor serves as the fiscal agent for the grant. That person is responsible for issuing payment to the consultant and paying other bills associated with the project. That same person will receive the reimbursement check from the state (typically at the conclusion of the project) and deposit it in the local government's account.

### **What is meant by a cost reimbursement?**

Cost reimbursable means that the grant funds can only be used to reimburse the grant recipient for actual expenditures after the grant recipient has paid for that expense. After a grant has been awarded, the grant recipient completes the grant project, pays the consultant and any other expenses associated with the project. The grant recipient then submits a request for reimbursement to the State. The State will reimburse the grant recipient for grant project costs when it has reviewed and approved the documentation that supports the expenditures. This means that the local government may have to carry the cost of the project for a period between the time it pays the grant project bills and the time it is reimbursed by the State.

### **What is a matching grant?**

The grant recipient must provide match with the grant. In other words, the CLG shares in the cost of the project by contributing a share (match) of project costs. The CLG share of costs can consist of cash, in-kind match or a combination of the two.

CLG grants have a 60:40 match ratio. This means that the CLG grant will cover 60% of the total project costs, and the CLG will provide 40% of the total project cost as match. For example, if the total cost for

a project is \$1,000, then the CLG requests a grant of \$600 and provides a match of \$400. The \$400 may be all cash, all in-kind match or a combination of the two.

### **What are examples of in-kind match?**

In-kind match is a contribution for which you do not have an invoice and for which no check is cut. These can include donated labor, materials, use of facilities or services. Iowa allows CLGs to claim as match in-kind services and goods such as supplies, photography, photocopying, office rent, clerical support, or certain administrative costs when these are donated to the project by the local government or a third party.

### **How is a value placed on in-kind match?**

In-kind labor costs must be documented in terms of hours and given a value per hour. For most volunteers, their time is valued using the hourly volunteer rate established by the Independent Sector. To determine **the most recent value for Iowa**, please go to:  
[http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)

Volunteers performing services within his or her profession may evaluate their donated time at the maximum rate allowed for professionals. For example, if a professional photographer contributes 10 hours of her time taking photographs for a National Register nomination and her professional rate is \$60 an hour, the value of this in-kind labor would be \$600.

Local government staff who spend time working on the project can declare the hourly value of their time plus the cost of their benefits.

When a CLG chooses to count these supplies or services as match, documentation is required.

### **Can CLG grants be used on projects where there is other federal involvement?**

These grants can be matched using federal Community Development Block Grants (CDBG), and under certain circumstances Transportation Equity Act-21 (TEA-21) Enhancement funds. CLG grants cannot be matched with grants from the National Endowment for the Humanities, National Science Foundation, and National Endowment for the Arts.

Certified Local Government grants cannot be used for Section 106 (projects which are federally assisted, licensed, or permitted) compliance.

### **Are there any parts of the application process that might take more time than I would expect?**

Yes. Check with your city clerk or county auditor to find out how much lead time is required to place the grant application on your city council or board of supervisor agenda. Do not underestimate the lead time required in getting this approval of your local government and the signed letter from your Chief Elected Official (mayor, chair of the board of supervisors or president of the land use district).

For National Register nominations, we are now asking for some additional information because of issues with owner objections. If you propose to nominate an individual property to the National Register, please provide a letter from the owner stating that they give permission for the nomination.

If you propose to nominate a historic district, please provide documentation (e.g., public notice and meeting minutes) that you have held a public meeting to show there is local support and support among the property owners for the nomination.

### **Can I get help in preparing the grant application?**

Yes!

- You are **strongly** encouraged to contact the State Historic Preservation Office with questions. Please contact [history.grants.iowa.gov](http://history.grants.iowa.gov) to request help with your grant application.
- Submit a draft application for staff review and comment. If you are submitting a Planning for Preservation project, you are required to provide a draft application for review and comment.
- Email [historic.preservation@iowa.gov](mailto:historic.preservation@iowa.gov) to find out which CLGs have done similar projects, so you may contact them and ask for their advice. You may also request a copy of a funded grant application for a similar project.
- Contact preservation professionals who work as consultants on grant projects. You may hire a consultant to prepare the application. However, be advised that grant money cannot be used to reimburse the consultant for preparation of the application, nor can the CLG promise to hire the consultant to work on the project if the grant is awarded.
- Most CLG cities and counties belong to a Council of Governments (COG) or Regional Planning Commission (RPC). These agencies often provide grant-writing services.

### **When will we find out if we are awarded a grant?**

Applicants will be notified in December.

### **When can work on the project begin?**

Work can begin when the CLG receives the Notice to Proceed and a Grant in Aid Agreement (aka Contract) has been signed by the State and the Chief Elected Official of the CLG. This typically happens in January. Costs incurred prior to this will not qualify as grant related expenses and will not be reimbursed or counted as match.

Generally, preliminary work, such as sending Requests for Proposals and signing on consultants, will begin in February following the announcement in December. Grant projects that are not underway by June 1 are subject to cancellation. Projects must be completed by June 30 of the following year.

### **Who can serve as a consultant for a project funded with a CLG grant?**

All consultants (architects, architectural historians, historians, or other professionals) must meet the [Secretary of the Interior's Professional Qualifications](#) and be approved by the Iowa Historic

Preservation Office. CLG grant awardees are required to send Requests for Proposals (RFP) to a minimum of three qualified consultants. Selection can be based on locally determined criteria, e.g., a mixture of experience and qualifications. Typically, the dollar value of the project has already been determined so consultants are competing on technical merit, rather than cost.

### **What are my reporting requirements?**

CLG grant awardees are required to submit quarterly progress reports on their grant projects. The report form is available in electronic format. It asks for a summary of grant project activities that were completed during the quarter and a summary of grant monies expended and match that was generated. The report helps the CLG and the State track the progress of the project and provides an early alert system if problems develop. Reports may now be submitted through ESHPO under the technical assistance option.

### **When are grant funds actually transferred to the CLG?**

The city or county must have enough money “up-front” to be able to carry the project (including paying for consultants and other project costs) until it gets reimbursed by the State.

After the draft grant products have been reviewed and approved by the State, the city or county may request reimbursement of 70% of the grant award. The CLG must first pay the project costs. Then the CLG submits a request for reimbursement documenting their payment and sufficient cash and/or in-kind match to support payment.

At the end and close of the project, the CLG can request reimbursement on the remaining balance, 30% of the grant award.

Most grant recipients elect to submit one request for reimbursement at the end of the project.

### **Who are the key players in the CLG grant process?**

**City/County Financial Officer:** Typically, this is the City Clerk or the County Auditor who serves as the local government’s fiscal agent. The Clerk or Auditor manages the CLG grant budget, oversees expenditures, ensures that accounting meets Federal and State standards, and coordinates with the Project Director in preparation and submission of requests for reimbursement for CLG grant expenditures.

**Consultant:** Typically, this is a professionally-trained archaeologist, historian, architectural historian, or historical architect who meets the [Secretary of the Interior’s Professional Qualification Standards](#) and is hired by a CLG to work on a CLG grant project. The consultant serves as the principal investigator for the project, works directly with the CLG, and channels all communication to the State through the CLG project director.

**Local Project Director:** A historic preservation commissioner, paid City/County staff member, or volunteer who works with the consultant in administering and directing the project. The project



director reports quarterly to the State Project Manager and to the Historic Preservation Commission on the status of the project.

**State Project Manager:** the professional staff of the Iowa Historic Preservation Office serve as the project managers or advisors for each of the funded grant projects. The staff project manager represents the State in the administration of the awarded grant projects; serves as the primary point of contact with the Local Project Director and consultants; answers questions, provides technical information on the project, reviews and comments on grant products.

**CLG Coordinator:** In the Iowa Historic Preservation Office represents the State in the general administration of the awarded grant projects, answers questions relating to general grant administration. To contact, email [historic.preservation@iowa.gov](mailto:historic.preservation@iowa.gov).

### **Typically, what are the consultant's responsibilities?**

- Provide professional expertise and guidance.
- Provide and lead training and project related work sessions.
- Provide guidance for conducting specific project activities such as research and recordation or inventory development and maintenance.
- Serve as a consultant and provide expertise in public meetings.
- Present and explain project results to the commission.
- Provide handouts and assistance for locating reference materials.
- Conduct some research, collate the results of volunteer recordation and research efforts.
- Guide volunteers in completion of forms and paperwork.
- Serve as primary speaker or trainer in educational sessions.
- Work with volunteers to develop educational materials, media presentation, or publication.
- Conduct pre-development studies and prepare specifications and plans.
- Guide volunteers who are assisting in production of draft and final reports
- Prepare the draft and final project reports
- Complete the HADB or NADB form

### **What happens if we cannot finish our project?**

Your State Project Manager will work with you to avoid this happening. Grant projects can be amended after the award is made as long as the amendment(s) do not substantially change the original type of project. In other words, a survey and evaluation project could not be changed to a public education or planning project.

### **What happens if we do not spend all of the grant award or if we do not have enough match?**

You will only be reimbursed for the amount of the grant award that you can prove that you spent. If you have a significant shortfall in the match required, your CLG grant award will be reduced since its size is contingent on the amount of local cash and in kind match that you are able to provide.

### **What happens if all of Iowa's CLG grant money is not spent?**

The National Historic Preservation Act requires that each State Historic Preservation Office disburse all of the CLG grant money. If at the end of the grant period, a CLG has not expended all of their grant money and/or has not generated enough match to meet the total award—everyone in the CLG and Historic Preservation Program is penalized. The Iowa Historic Preservation Office has to return the unspent balance of the CLG grants to the National Park Service, thus decreasing State Historic Preservation Office funds. In the next fiscal year, the Park Service will deduct the unspent amount from the Historic Preservation Grant award to Iowa. In effect, Iowa is penalized twice when CLG grant awardees do not fulfill their obligations. Please email [historic.preservation@iowa.gov](mailto:historic.preservation@iowa.gov) **ASAP** if you believe you will not use the entire amount granted to you.

## **PART II**

### **ELIGIBLE PROJECT CATEGORIES**

CLG grants are intended to support local preservation efforts. They can be used to underwrite the following types of activities: Planning for Preservation, Planning, Survey/Evaluation, Registration, Pre-Development and Public Education.

The following is an in-depth discussion of the different types of projects that are supported by CLG grants:

#### **PLANNING FOR PRESERVATION**

These are start-up grants geared to help newly certified local governments receive basic training in three areas: 1) preservation activities—planning, survey, evaluation; 2) project development, management, and completion; and 3) working with a historic preservation professional. The goal of these projects is to help the Commission and Community understand the role and use of planning, survey and evaluation in a local historic preservation program, particularly in developing a historic property inventory and using the inventory in comprehensive planning.

A planning for preservation project is limited in scope. The project should focus on activities that provide historic preservation training to commission members and volunteers and provide an opportunity to apply that training. Training may include instruction on research, recording, and context development for survey and evaluation and hands-on application when commissioners and volunteers utilize this training to research previous historic preservation work in the city or county and record properties or when volunteers record properties by completing Iowa Site Inventory forms. Training in historic preservation planning may include instruction from the consultant on comprehensive land use planning basics and the commission's role in the planning process. Training can involve meetings with local governmental officials, local organizations and individuals to identify ways to integrate historic preservation into future community projects.

The project should also involve preparation of a project report that includes a bibliographic listing of previous historic preservation work done in the community. The report will include a discussion of potential historic contexts and associated property types and properties; and the report will contain the consultant's recommendations for future survey, evaluation, and/or planning projects. The consultant will write the report. The commission members and volunteers will do the major portion of the research and assist the consultant in the mechanical aspects of report preparation, collation, and reproduction of the report. It is recommended that a commission focus on either archaeological or architectural/historical properties when doing a planning for preservation project.

The proposed project must comply with the Secretary of the Interior's Standards and Guidelines for planning, identification and evaluation, and any guidelines required by the State in the application. For projects that involve archaeology, the project must also conform to the most recent [Association of Iowa Archaeologists Guidelines for Archaeological Investigations](#).

Planning for Preservation grant projects cannot be combined with other types of projects. For example, the commission may be trained in survey procedures, do preliminary research and inventory work, but the commission cannot perform a survey as part of the project. If your commission wants to survey, then apply for a survey project.

Planning for Preservation projects are small in scope. You must submit a draft grant application for Planning for Preservation projects. **Because these are training grants, the CLG historic preservation commission MUST contribute a minimum of 100 hours of volunteer work as in-kind match for the project.**

## **SURVEY AND EVALUATION**

CLG cities and counties are responsible for locating historically significant buildings, structures, objects, sites (including archaeological sites) and districts within their jurisdiction. The process of locating is called “identification” and known informally as “survey.” The process determining if a property is significant is called “evaluation.” Evaluation involves taking the information gathered in identification and applying it to determine if a property meets the Significance and Integrity Criterion of the National Register or of a local register.

Critical and essential steps in developing a local historic preservation program are locating historic properties and building a file of information about them. “Identification” provides the foundation of a local historic preservation program because as a result of locating properties it also generates information about those properties. That information consists of completed Iowa Site Inventory forms, Survey Reports, Photographs, Maps, plans of properties. These documents make up the file of information that is called an “Inventory” and used for preservation planning, property management and protection.

Survey data should be readily integrated into the State’s planning process and inventory, consequently reports must be in a particular format and information on individual properties must be recorded on either Iowa Site Inventory forms or Office of the State Archaeologist Archaeological Site forms.

Identification projects must gather enough information to make decisions. If it is a reconnaissance survey, enough information is needed to decide which areas and individual properties merit intensive survey and evaluation (see below for information on the difference). If it is an intensive survey and evaluation project, then sufficient information to develop historic contexts and make significance evaluations is needed. Identification projects must be conducted according to a research design that specifies the objectives, methods and expected results of the survey. Identification projects must be designed to lead to nominations of significant properties to the National Register (or to a determination of eligibility).

Identification projects can vary in focus, scope and intensity. For example, a survey project could look at the history of properties (buildings, structures, sites, objects), such as how properties reflect different events or developments within a city or county, such as the coming of the railroad or being designated a county seat. A survey project might look at the architecture, design, or engineering of properties. An example would be to look for Prairie Style properties, or to look for timber-framed

buildings, or to survey barn design. Survey projects can focus on the prehistoric or historic archaeology of an area. For example, search for the remains of "dug-out" homes used by early pioneers or trying to locate sites associated with a particular prehistoric time period such as the Archaic. Finally, survey and evaluation projects may be interdisciplinary, examining historical, architectural, archaeological significance in combination. A survey can examine certain property types, e.g., courthouse, homes; or it can focus on a particular area: downtown, the industrial district, or a rural area. There are two levels of intensity: "Reconnaissance," covering a large area but not in depth and "Intensive," covering a small area in depth.

**RECONNAISSANCE SURVEY** involves archival research and enough fieldwork to locate properties in the survey area. The emphasis in a reconnaissance level survey is on developing historic contexts. Historic contexts are themes in history, architecture, and archaeology that will be used to evaluate the significance of properties. Reconnaissance surveys emphasize research. Fieldwork is limited, recordation involves noting the location of a property, the type of property, photo documenting the property, and providing a description. In the case of archaeological reconnaissance surveys, fieldwork may involve pedestrian survey and visual examination of promising areas identified on the basis of background research. Iowa Site Inventory Forms and/or Office of the State Archaeologist Site Forms may be partially completed with a photograph, map location, and other information.

Reconnaissance surveys are used to determine the nature of the next "level of documentation." For example, results of a reconnaissance survey may indicate when it is advisable to do an intensive level survey of a historic district, when it is advisable to intensively survey individual properties or when additional survey is unnecessary because no historic properties are in the surveyed area. The results of a reconnaissance survey may indicate that it would be productive to survey properties associated with a particular historic context.

Generally, reconnaissance surveys cover more area and larger numbers of properties than can be covered in an intensive level survey. The research undertaken in a reconnaissance survey will produce information on historic contexts for the area covered during the survey. A comparison of these contexts can suggest which would be the most productive to pursue in a follow-up intensive survey.

If the survey is archaeological or interdisciplinary, there are some additional provisions. Archaeological site information is recorded on the Office of the State Archaeologist Site Forms. The report must meet the information/content requirements of the [Association of Iowa Archaeologists Guidelines for Archaeological Investigations](#). and a National Archaeological Data Base form is completed for each project. Finally, provision must be made for permanent curation of artifacts and associated records at a repository that meets the [Secretary of the Interior's Standards for Curation](#).

**INTENSIVE SURVEY AND EVALUATION** combines survey with evaluation. Intensive Survey involves in-depth archival research and fieldwork to record properties in the survey area. In the case of archaeological sites, intensive survey and evaluation may involve various forms of subsurface testing sufficient to gather information about the horizontal and vertical extent of the associated remains, their structure and composition. For all types of intensive survey and evaluation projects, the objective is to gather sufficient information to recommend proposed significance or non-significance of the

investigated properties and develop historic contexts in terms of National Register of Historic Places listing.

The recordation should be comprehensive enough to illustrate the historic character of the property and document integrity. The research should gather enough information to document significance of properties, develop one or more historic contexts and describe them in a final project report that is at the level of a Multiple Property Document in its detail and scope (please note that the MPD form should not be used. Instead, the information should be provided in report form only.). These projects are very labor intensive, requiring many people and/or many hours to completely record: map, photograph, describe and to research: each property and context, to complete the evaluations of potential significance, to prepare the final report and to complete the associated documentation (site inventory forms and photographic records).

The size of your survey area and the number of properties, requiring recordation, should be selected on the basis of three factors: personal, hours, and/or cash. You will need a combination of reliable volunteers who are committed to the project, City or County staff who can devote work hours to the project, and/or the cash to pay for the consultant. Some CLGs have done large surveys using a small group of volunteers who have put in over 1,000 hours assisting their consultant. Other CLGs have been able to combine volunteers, staff hours, and a consultant. A third scenario is the CLG which has relied exclusively on staff and consultants. The point is to make a realistic assessment of your resources and tailor the size of the project accordingly.

Survey projects can be done in phases. It might be useful to divide the proposed survey area into smaller units if you think you do not have the personnel and/or cash to do the entire area.

If the survey is archaeological or interdisciplinary, there are some additional provisions. Archaeological site information is recorded on the Office of the State Archaeologist Site Forms. The report must meet the information/content requirements of the most recent [Association of Iowa Archaeologists Guidelines for Archaeological Investigations](#) and a National Archaeological Data Base form is completed for each project. Finally, provision must be made for permanent curation of artifacts and associated records at a repository that meets the Secretary of the Interior's Standards for Curation.

**ONLINE ASSISTANCE** An explanation of identification (survey) and evaluation and an outline of requirements are found in the Secretary's Standards and Guidelines for Evaluation. Go to the National Park Service's website to download [The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation](#).

The following National Park Service Publications provide more information and are available on-line at <https://www.nps.gov/subjects/nationalregister/publications.htm>

- ***Guidelines for Local Surveys: A Basis for Preservation Planning***. National Register of Historic Places -- Bulletin 24.
- ***Researching a Historic Property***. National Register of Historic Places -- Bulletin 39.

- ***Guidelines for Counting Contributing and Noncontributing Resources for National Register Documentation.*** National Register of Historic Places -- Bulletin 14.
- ***How to Apply National Register Criteria for Evaluation.*** National Register of Historic Places -- Bulletin 15.
- ***How to Complete the National Register Registration Form.*** National Register of Historic Places -- Bulletin 16A.
- ***How to Complete the National Register Multiple Property Documentation Form.*** National Register of Historic Places -- Bulletin 16B.

**EVALUATION** is determining whether a property or group of properties meets the National Register or local significance and integrity criteria and therefore is eligible for listing on the National Register of Historic Places or local designation. The evaluation process will not place properties on the National Register but will recommend the best candidates for nomination as individual and/or district listings. Essentially, evaluation involves using a historic context as the framework for determining significance and then using the results of research to show how and why a property meets one or more of the National Register significance and integrity criteria.

It is recommended that evaluation be done in conjunction with intensive survey. However, if an intensive survey and evaluation was done prior to 2003, an evaluation project probably will be needed in order to update information about the buildings' integrity, photographs and prior evaluation recommendations.

If the evaluation is archaeological or interdisciplinary, there are some additional provisions. Archaeological site information is recorded on the Office of the State Archaeologist Site Forms. The report must meet the information/content requirements of the most recent [Association of Iowa Archaeologists Guidelines for Archaeological Investigations](#) and a National Archaeological Data Base form is completed for each project. Finally, provision must be made for permanent curation of artifacts and associated records at a repository that meets the Secretary of the Interior's Standards for Curation.

## **REGISTRATION**

Registration is official recognition of a significant and therefore historic property by nominating or designating it to a register maintained by the federal or local government. Registration projects involve placing properties on the National Register of Historic Places or on a municipal or county register of historic places. Registration projects should be undertaken if the property has been determined potentially eligible for National Register nomination through an intensive survey and evaluation project or personal research (survey and evaluation) which has been submitted to the State Historic Preservation Office and resulted in a determination of potential eligibility.

Registration activities also may include refinement and elaboration of historic contexts and submission of the Multiple Property Cover Document along with at least one property nomination for approval and listing on the National Register. Multiple Property Cover documents and the historic contexts outlined

within cannot be used for nomination purposes until they have undergone the same State and Federal review process as nominations.

**NATIONAL REGISTER NOMINATIONS** Cities and counties that have surveyed and evaluated properties are encouraged to complete the process by nominating properties, determined significant and eligible for listing, to the National Register of Historic Places. This typically involves completing additional research and recordation, preparing and submitting the nomination for a series of reviews by State Staff and then for the final review to the State Nomination Review Committee. Guidance for preparing National Register nominations can be found in the National Register Bulletins listed above and on [our website](#). National Register nomination projects must have final nominations and supporting documents ready for review by the State Nominations Review Committee.

The following guides, available on the Web at <https://www.nps.gov/subjects/nationalregister/publications.htm> should be of help to you:

- ***Guidelines for Counting Contributing and Noncontributing Resources for National Register Documentation.*** National Register of Historic Places -- Bulletin 14.
- ***How to Apply National Register Criteria for Evaluation.*** National Register of Historic Places -- Bulletin 15.
- ***How to Complete the National Register Registration Form.*** National Register of Historic Places -- Bulletin 16A.
- ***How to Complete the National Register Multiple Property Documentation Form.*** National Register of Historic Places -- Bulletin 16B.

**LOCAL REGISTRATION** If a city has passed an ordinance that allows for the designation of local historic landmarks and districts, then those cities may use a CLG grant to prepare nominations for local designation of individual landmarks or historic districts.

If a CLG commission does a local registration project, they should plan to involve interested or affected parties (especially property owners) and the general public in all aspects of the project. Incorporate workshops, focus groups, or other public meetings into all phases of the project to allow for public participation.

Local registration projects funded with these grants must employ National Register of Historic Places criteria, standards, and guidelines for measuring significance and for documentation.

## **PLANNING**

Planning within the Secretary of the Interior's Standards encompasses the development of a long-term program for identification, evaluation, and registration of historic properties and contexts within a city



or county. The objective is to develop and maintain an inventory of historic properties which can be used to assist in the treatment, maintenance and long-term protection of those properties. In addition, the National Park Service recognizes that planning also involves integrating municipal or county historic preservation into comprehensive planning processes. This type of planning can include development of any of the following:

1. Local policies: governmental commitment to maintain publicly owned historic buildings or policy to seek historic properties when additional facilities are needed;
2. Incentives: revolving funds, property tax abatement, freeze, or credit; no or low cost loans;
3. Streets: promote appropriate parking, streetscape design and maintenance, signage, relate traffic patterns to use of historic properties;
4. Maintenance programs for historic properties: free or low cost paint, tool bank/exchange; development of training programs in appropriate painting, pointing, repair procedures;
5. Architectural salvage and recycling building materials;
6. Regulatory: local designation, historic conservation zoning, historic preservation easements, historic building codes;
7. Programs to ensure maintenance, protection and continued use of historic properties. This type of planning also involves establishing review and communication networks among local governmental staff and departments (planning, engineering, roads, parks, utilities, permits);
8. Accessibility issues for historic buildings.

The planning projects can be done on a step-by-step basis, or a community might choose to develop a plan incorporating many of the activities described below:

- Develop historic contexts to guide future survey and evaluation projects in your city or county.
- Develop a plan for completing intensive level survey and evaluation projects of your city or county.
- Reviewing your local government's ordinances (e.g., zoning, subdivision, historic preservation) and regulations (e.g., building codes, health and fire codes) which affect historic properties. Prepare revisions that allow for recognition and protection of local historic properties.
- Developing design guidelines for proposed alterations of National Register listed and/or locally designated historic landmarks or properties in local historic districts.
- Developing local incentives to encourage appropriate rehabilitation, use, and preservation of historic properties.
- Developing a historic preservation component to incorporate into your local comprehensive plan.
- Developing a system for local designation of single properties and historic districts.
- Develop a financial incentive program for rehabilitating and maintaining historic properties.
- Develop a training program and literature to enhance and facilitate interdepartmental communication about historic preservation issues.

## **PUBLIC EDUCATION**

These projects provide CLG historic preservation commissions with an opportunity to educate their communities about local historic properties and the local historic preservation program. Public education activities should be based on work that meets the Secretary of the Interior's Standards, where applicable. Public education projects must relate to historic preservation activities. Ideally, the

projects should also relate to historic properties within your city or county—you need to provide this linkage in your grant application.

Public education projects can include these activities: preparing a publication, audio or visual materials; presenting a workshop, conference, lecture, or class; developing curriculum for local schools; adult education programs; or training materials for realtors, contractors, or owners of historic properties. A commission can work with local partners (e.g., civic, historic, youth groups) on the project. The project must focus on historic preservation. Here are some examples of public education projects:

- Apply for scholarship money to send a preservation commissioner or preservation commission staff person to a conference or course. Examples include [National Alliance of Preservation Commissions](#) FORUM, the [National Trust for Historic Preservation](#) Conference, [National Preservation Institute](#), [National Main Streets](#) Conference, Preservation Leadership Training, etc.
- Work with the National Alliance of Preservation Commissions to host a training [CAMP](#) in your community
- Develop a walking tour and brochure or app featuring National Register properties in your community
- Work with elementary or high school teachers to develop courses and projects that use local historic properties to teach various aspects of local history
- Present a workshop on historic paint colors for owners of historic properties;
- Present a workshop on historic window rehabilitation or masonry restoration;
- Use the results of a survey to develop an exhibit on historic farms and their stories

A commission might organize a workshop on a preservation topic of local interest, e.g., researching your property, applying design guidelines in an historic district, and how to conduct a survey. Exhibits produced with these grants must be directly linked to historic preservation: photographic exhibit of National Register listed properties; video recording providing instruction about rehabilitation; power-point presentation on filling out a site inventory form, workshop on porch restoration, etc.

Grant money can be used for planning and organizing the project, promotion and publicity, preparation of materials (registration, schedules, and evaluation forms), obtaining speakers or renting AV equipment, and producing materials to hand out at the meeting. Grant money cannot be used for refreshments or meals served at the conference. Conference activities should be based on work that meets the Secretary of the Interior's Standards, where applicable.

## **PRE-DEVELOPMENT PROJECTS**

Pre-development projects are used to plan for 1) applying the appropriate treatment, 2) long-term stabilization and maintenance, and 3) use or adaptive reuse of National Register listed properties. In effect, pre-development projects provide plans for activities that protect and preserve significant, historic properties. Eligible activities include preparing architectural plans to implement the appropriate "Historic Property Treatment," conducting engineering studies, researching and writing historic structure reports, and preparing feasibility studies or master plans. The projects may focus on prehistoric or historic archaeological sites as well as on buildings, structures, and objects. The [Secretary of the Interior's Standards](#) provide guidance for preparing the documentation required for pre-development projects.

If the project involves a building, structure, or object, then all work must follow the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#). In addition, the final report may need to follow the Historic Structure Report format. See Preservation Brief #43 Preparing a Historic Structure Report (<http://www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm> )

For archaeological sites, pre-development grants should be used only to develop plans to preserve and manage sites, e.g., stabilization, non-destructive uses, and erosion control. These grants are not to be used for additional study of the site's prehistoric and/or historic occupations.

The State requires the following of applications for pre-development projects:

1. Funds can be used only on properties that are listed on the National Register of Historic Places. Priority will be given to properties that are endangered.
2. Funds should be used on properties that are publicly owned or that are owned by a not for profit organization and open for public use.
3. Applications for predevelopment projects must have photographs of each property to be assisted. For historic/architectural properties, one interior view and one exterior view are required of each property. For archaeological properties, one photograph is required.

## **PART III**

### **COMPLETING THE APPLICATION**

The following includes caveats, helpful hints, and useful information to guide you through writing the application. In addition, you can request a copy of a funded application for a project like the one you wish to do. Let's begin with some background information.

#### **What is involved in doing a grant project?**

Grant projects tend to be labor intensive and do require time. If you are considering a survey and evaluation project, be ready to commit many hours to research and recordation. If you are considering developing some form of local protection for historic properties, e.g., landmark and district designation; conservation districts, plan on lots of meetings, publicity so that you get the community involved, and many drafts and revisions. Grant projects offer an opportunity to involve new people and groups in your historic preservation effort.

#### **Here are the key elements in a grant project once you awarded the grant:**

- Working with the state project manager on all aspects of the project through phone, email consultation and submission of quarterly progress reports.
- Develop a satisfactory request for proposals (RFP) to send to consultants, establish criteria for selecting a consultant and to develop a subcontract for hiring the consultant.
- Hiring a consultant.
- Scheduling a kick off meeting with consultant and state project manager to go over project goals, project schedule, research design if needed, allocation of project responsibilities, and get consultant's input on the best way to do the project.
- Recruiting, training and organizing volunteers to do project activities.
- Do the project activities (e.g., meetings, training, research and/or recordation, organize and present the event, assist in report preparation) over a 6 to 8 month period.
- Preparation of draft grant products and submission to the State for approval.
- Preparation of final grant products and submission to the State for approval.
- Preparation and submission of Request for Reimbursement(s) with accompanying documentation of expenses and match.

#### **Consultant, Professional—what does this mean?**

CLG grant funded projects must be conducted or supervised or reviewed by an appropriately qualified professional, which generally means a preservation professional who meets the Secretary's Professional Qualification Standards for the relevant discipline. When a project involves a workshop, presentation, publication, exhibit, or event, you may also need to seek other professional expertise. If more than one discipline is involved, then the consultant or consultants should have expertise in those disciplines. The Secretary of the Interior's Professional Qualifications are at:

<https://www.nps.gov/articles/sec-standards-prof-quals.htm>

Currently, Professional Qualification Standards have been developed for Architecture, Archaeology, Architectural History, and History. Standards for Cultural Anthropology, Folklore, Curation, Conservation, Rural or Urban Planning, Cultural Geography are not available. In any event, the professional staff in the State Historic Preservation Office determines if an individual qualifies as a preservation professional or has professional expertise in non-preservation areas, e.g., exhibit design, graphic design, publishing, publicity, marketing, technology.

In summary, on the application, specify the types of professional expertise needed for the grant project. For each professional, calculate the amount of time needed and the professional hourly rate, and, if out of town, include per diem and travel expense—as appropriate. If the consultant is to be paid from the CLG grant, then put the total salary, per diem, and mileage amounts in the column marked Federal/CLG Grant. If the consultant is a city or county employee or a historic preservation commissioner, then put the total salary expense in the “applicant match, in-kind” column.

### **Division of project responsibilities, who does what?**

The Historic Preservation Commission needs to decide when they complete the grant application, how work on the project will be allocated. Some commissions have the consultant do most of the work. This means asking for a larger grant because of the salary and travel expense for the consultant. Other commissions choose to assist the consultant and do much of the work themselves. Often this will reduce the cost of the project. If a commission chooses to do project work, it is very important that the commission fulfills this commitment. Survey and evaluation projects will fail when commission members do not complete their assigned research and recordation tasks. The next two sections describe the jobs that typically are assumed by the Historic Preservation Commission, volunteers and staff and those that are generally assigned to Consultant.

### **What are the responsibilities of the local project director and Historic Preservation Commission members in the grant project?**

- The Commission prepares the Request For Proposals (RFP) and consultant subcontract; obtains State review and comment on the RFP and contract, sends the RFP to no less than 3 qualified consultants, reviews the consultant proposals, selects the consultant, and hires the consultant.
- Organize any meetings (including the kickoff meeting at the beginning of the project), training sessions, tours, or other events held as part of the project. This will include scheduling, finding locations, publicizing, actively recruiting participants or volunteers, setting up, hosting, and cleaning up.
- Assist consultant in gathering information, illustrations or photographs for the draft and final project reports.
- Prepare, print, and distribute to the State all grant products. Actually, this is negotiable. Some consultants can provide this service themselves but will need to be reimbursed for it.
- Submit draft and final products to the State for review and comment.
- Submit completed quarterly progress reports to the State Project Manager during the course of the project.
- Submit requests for reimbursement along with documentation to the State CLG Coordinator.
- Submit requests to the City or County to pay the consultant.

- Maintain documentation of local in kind match contribution: hours volunteered, mileage expended, materials donated, donated facilities, donated professional services, etc.

## **WHAT COSTS AND ACTIVITIES ARE ASSOCIATED WITH PROJECTS?**

Translate these lists into the activities you will need to undertake to complete your project. Use the lists to give you a sense of time, materials, and costs involved in doing each activity.

### **Consultants need to be paid for hours spent on:**

1. Preparing for training sessions, meetings, and preparation of handout materials, draft report, final report, HADB form.
2. Research in Des Moines, Iowa City or other locations.
3. Travel to your community, touring your community, travel to research facilities.
4. Conducting training sessions or meetings.
5. Consulting with the local project director and SHSI project manager in person, on the phone, or by email.
6. Doing on site demonstrations of research or recordation of properties.

In addition to compensation for their time and expertise Consultants should receive:

1. Reimbursement for mileage accumulated during project related travel.
2. Reimbursement for meals and lodging while traveling.

### **The following services and supplies may be needed to conduct the project:**

- Correspondence between State, consultant, local project director.
- Publicity mailings, emails, phone calls for meetings, training sessions, presentations.
- Print and produce the draft and final reports or other printed materials (handouts, brochures, exhibit labels, etc.).
- Various paper supplies: stationary, copy paper; envelopes, file folders, labels, etc.;
- Photographic materials: Digital photographs will be accepted, see Appendix for details to assist you in determining associated photographic costs.
- Drafting services to make maps and plans.
- Clerical services.

### **The following communication costs are typically used on projects:**

- Telephone
- Email
- Postage
- Fax
- Printing costs

### **Curation costs for Archaeological Survey and Evaluation Projects**

Archaeological and interdisciplinary reconnaissance surveys will need to specify a curation facility, where archaeological materials, recovered during the survey, will be stored. The curation facility must

meet the [Secretary of the Interior's Standards for Curation](#). Generally, curation facilities have a per unit charge for curation. The primary curation facility in Iowa is the University of Iowa. However, there are other agencies in Iowa that meet the Secretary of the Interior's Standards.

## **REQUIRED GRANT PRODUCTS**

Be sure to insert the list of required products for all projects, any additional products that are required for your specific type of project, and any extra or intangible products that will result from the project.

### **REQUIRED PRODUCTS FOR ALL PROJECTS**

The following items must be produced. Be sure to include the list on the application. Estimate the time required to produce these and figure this value into your budget request.

1. Draft Request for Proposals (RFP), subcontract and a list of consultants to whom these documents will be sent;
2. Final Request for Proposals (RFP) and subcontract for distribution to consultants;
3. Signed and executed subcontract agreement with the selected consultant;
4. Quarterly reports

### **ADDITIONAL REQUIRED PRODUCTS FOR EACH CATEGORY OF PROJECT**

The following are lists of items that must be produced for specific types of projects. Be sure to include the list for your type of project on the application. Estimate the cost of producing each and figure that into the project budget.

### **PLANNING FOR PRESERVATION PRODUCTS (unless otherwise noted, all work products are submitted digitally):**

- Project research design discussing project activities and methodology
- Draft of the planning for preservation report;
- If desired bound copies of the final planning for preservation report.
- One unbound, print-ready master copy of final planning for preservation report
- A completed Historic-Architectural database (HADB) encoding form, summarizing the report submitted through ESHPO.
- 10-12 photographs documenting the project. These are typically "action" shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

### **RECONNAISSANCE SURVEY PRODUCT LIST (unless otherwise noted, all work products are submitted digitally):**

- Project research design discussing project activities and methodology
- Draft survey report containing the information found in a Multiple Property Document (MPD) but in the form of a survey report;
- If desired about copies of the final survey report

- One unbound, print-ready master copy of the final survey report
- A completed Historic-Architectural database (HADB) encoding form, summarizing the project report if this project involves a standing structure; or a completed, typed National Archaeological Database (NADB) encoding form submitted through ESHPO.
- A digital copy of any typed Iowa Site Inventory forms, prepared for building, structure, object or site (other than archaeological) recorded or updated during the project. Information about requirements for digital photography can be found at:  
<http://www.iowahistory.org/historic-preservation/statewide-inventory-and-collections/iowa-site-inventory-form.html>
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

**INTENSIVE SURVEY AND EVALUATION PRODUCTS (unless otherwise noted, all work products are submitted digitally):**

**For Architectural and Historical Survey and Evaluation Projects (unless otherwise noted, all work products are submitted digitally):**

- Project research design discussing project activities and methodology
- Draft survey report containing the information found in a Multiple Property Document (MPD) but in the form of a survey report;
- Five (5) to ten (10) sample/draft Iowa Site Inventory forms, each with at least one photographic image
- If desired bound copies of the final survey report
- One unbound, print-ready master copy of the final survey report (must be single sided)
- A digital copy of any typed Iowa Site Inventory forms, prepared for building, structure, object or site (other than archaeological) recorded or updated during the project submitted through ESHPO. Information about requirements for digital photography can be found at:  
<http://www.iowahistory.org/historic-preservation/statewide-inventory-and-collections/iowa-site-inventory-form.html>
- A completed Historic-Architectural database (HADB) encoding form, summarizing the project report if this project involves a standing structure submitted through ESHPO.
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

**For Archaeological Survey and Evaluation Projects (unless otherwise noted, all work products are submitted digitally):**

- Project research design discussing project activities and methodology in conformance with the most recent [Association of Iowa Archaeologists Guidelines for Archaeological Investigations](#).
- Draft survey report with sample draft Office of State Archaeologist site record forms



- A minimum of one (1) bound copy of the final survey report (can be double sided) with final Office of State Archaeologist site record forms, for each new site located. For previously reported archeological sites, prepare an updated site record form. Information about requirements for digital photography can be found at:  
<https://iowaculture.gov/history/preservation/historic-archaeological-inventory>
- One unbound, print-ready master copy of final survey report with the above site forms
- A completed, typed National Archaeological Database (NADB) encoding sheet, summarizing site information, must be submitted to the State through ESHPO.
- The consultant will also submit the [archaeological record forms](#) online to the Iowa Office of the State Archaeologist through I-Sites
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

## **REGISTRATION PROJECTS PRODUCTS**

### **For the National Register Nomination:**

- Project research design discussing project activities and methodology
- Draft and final nominations and photographs following the process described in the [Nomination Guide](#).
- PowerPoint presentation for the State Nominations Review Committee meeting
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

### **PLANNING PROJECTS (UNLESS OTHERWISE NOTED, ALL WORK PRODUCTS ARE SUBMITTED DIGITALLY):**

- Project research design discussing project activities and methodology
- Draft of the plan, ordinance, guidelines or other document being prepared as part of this project
- If desired bound copies of the final document
- One unbound, print-ready master copy of final document
- A completed, typed National Archaeological Database (NADB) encoding sheet, summarizing site information, must be submitted to the State or Historic-Architectural database (HADB) encoding form, summarizing the project report if this project involves a standing structure submitted through ESHPO.
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

### **PUBLIC EDUCATION PROJECTS (UNLESS OTHERWISE NOTED, ALL WORK PRODUCTS ARE SUBMITTED DIGITALLY):**

#### **If a consultant is hired:**

- Project research design discussing project activities and methodology
- Draft of the documents being prepared as part of this project
- A digital copy of the final documents
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

#### **If brochures, flyers or pamphlets are produced (unless otherwise noted, all work products are submitted digitally): :**

- Draft of any brochure, flyer, or pamphlet;
- A copy of each final version of any brochure, flyer, or pamphlet

- A final copy submitted through ESHPO.
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

**If a conference, workshop, or lecture is presented (unless otherwise noted, all work products are submitted digitally):**

- Draft of each of the following types of material: all promotional material, programs, conference notebooks or hand-outs created by the CLG as part of the project;
- A digital copy of programs and hand-outs
- One (1) of each of the following:
  1. A list of participants with names, addresses and CLG Affiliation
  2. Completed Conference Evaluation Forms collected from each of the Participants
  3. Promotional Flyers, press releases, etc.
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

**If an exhibit is presented (unless otherwise noted, all work products are submitted digitally):**

- Draft of promotional material, program, captions or other text;
- Final copies of promotional material and program;
- Photographs documenting any exhibit produced
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

**If audio-visual materials or publications are developed (unless otherwise noted, all work products are submitted digitally):**

- Draft of scripts, publications, curriculum materials, or outline/conceptual plan for audio-visual materials;
- Final copy, including one unbound, print-ready master copy of script, publication, and curriculum materials;
- Two draft copies of proposed slide show;
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

**PRE-DEVELOPMENT PROJECTS (UNLESS OTHERWISE NOTED, ALL WORK PRODUCTS ARE SUBMITTED DIGITALLY):**

- Project research design discussing project activities and methodology
- Draft project report (this will be the feasibility study, structural assessment, etc.);
- Copy of the final project report and one unbound, print-ready master copy; this will be the final version of the feasibility study, structural assessment etc.

- A completed Historic-Architectural database (HADB) encoding form, summarizing the project report if this project involves a standing structure; or a completed, typed National Archaeological Database (NADB) encoding form, summarizing site information if the project involves an archaeological site submitted through ESHPO.
- 10-12 photographs documenting the project. These are typically “action” shots showing consultant and volunteers at work. Be sure to assign this task to a volunteer at the beginning of the project so that it is not forgotten.

## CHECKLIST FOR THE COMPLETED APPLICATION:

- Filled in all of the blanks?
- Responded to all of the questions?
  - Clearly stated the type(s) of project you will be undertaking?
  - Clearly stated the type of historic preservation professional who will be hired as a consultant?
  - Provided the specific information required for the project you want to do?
  - Have you made a convincing case why this historic resource(s) is important? Please do not assume that the grant reviewers will know of the resource or know why it is significant!
- Completed the budget?
- Have you covered the costs for all the activities and required products for your type of project?
- Provide detail for each expense:
  - Identified the type of expense, "Consultant Salary"
  - Identified the amount of quantity, "200 Hours"
  - Identified the unit rate, "@ \$50.00 per hour"
- Does the Federal Amount, CLG Grant, equal sixty (60) percent of the total project costs?
- Does the Local Match (CLG Amount) equal at least forty (40) percent of the total project costs?
- Please check your math.
- Indicated that you will hire a consultant who meets the Secretary of the Interior's Professional Qualifications?
- Indicated that you have sufficient personnel and volunteers to generate match and complete the project

## **PART IV**

### **DEVELOPING YOUR BUDGET**

All costs for your project must conform to federal guidelines. Detailed information is provided in [2 CFR 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and in the [National Park Service, Historic Preservation Fund Grants Manual](#). These are summarized below.

#### **BUDGET EXPLANATION:**

- The budget for the project is made up of two parts: the CLG Grant and the Applicant's Match. The CLG Grant consists of those costs or portions of costs that are to be reimbursed by the Historic Preservation Fund (HPF) grant (federal) dollars. The Applicant's Match consists of those costs or portions of costs that are provided by the CLG local government (applicant match). All costs, both the HPF federal portion and the Applicant match must be adequately documented in the budget.
- The Applicant's match may consist of cash contributions, representing the Applicant/grantee's cash outlay, including the outlay of money contributed to the grantee by nonfederal third parties, and/or In-Kind Contributions, representing the value of non-cash contributions provided by the grantee or nonfederal third parties. In-kind contributions represent the value of non-cash contributions provided by the grantee or nonfederal third parties. These can consist of charges for real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to approved objectives of the grant-supported project. Please remember that there is no cash match requirement for CLG grants. Your match may consist entirely of in-kind match.
- The match ratio for all projects is 60/40. The federal grant should be sixty percent (60%) of the total cost for the project. The local government provides forty percent (40%) of the total cost for the project. If the total cost of a project is \$10,000, then the requested grant should be for \$6,000.00 and the applicant match provided by the local government should be \$4,000.00.
- All of the costs must be in payment of an obligation incurred during the grant period. You cannot charge for costs incurred prior to the award of the grant, nor can you charge for costs that will be incurred after the grant project is completed.
- All costs must represent expenditures that are necessary to the accomplishment of the grant objectives and are outlined in the budget. Make sure that each cost in your budget represents an expense that is needed to support the proposed grant activity.
- Generally, you cannot use transferred federal monies as applicant match; nor can you use money from other federal grants as applicant match. The rule of thumb is that federally derived money cannot match federally derived money. There are two exceptions. The first is Community Development Block Grant money; this can be used as applicant match for CLG federal grants. The second exception is TEA-21 enhancement grants, administered by the Iowa

Department of Transportation. Under certain conditions, the Iowa Department of Transportation will allow CLG Grant monies to serve as match for TEA-21 Enhancement Grant monies.

## **COSTS**

### **The following costs are allowed:**

- Communications. Communication costs incurred for telephone calls or service, fax, mail, messenger and similar communication expenses necessary for and directly related to grant project operations are allowable and may be charged to either the federal and/or applicant portion of the budget. Specify type of communication, cost basis and amount of usage, and total cost. For example,
  - o *Postage mailing products: # of Items x Rate x Estimated total weight*
  - o *Telephone: # of Calls x Length of Call x Rate per minute*
  - o *Email: # of Email Postings x local rate (charged by Kinko's or like business)*
- Donated Goods (i.e. expendable personal property/supplies and donated use of space) may be furnished to a grantee. The value of the goods and space is not reimbursable. However, the value of the donations may be used to meet matching share requirements. Specify type of donated goods, quantity donated, cost basis and total value.
  - o *Paper: # of Reams x Cost per Ream*
- Room or Equipment rental. Rental and use of private or publicly owned meeting space or of equipment: earth moving, surveying, computer, photographic, audio-visual and/or other equipment needed to conduct grant project activities is acceptable, provided the equipment is only needed for a short time. The value shall be based on the rental agreement. The cost of which may not exceed the rental cost of comparable equipment in that locality. This may be charged to either the federal and/or the applicant's share of the grant project costs. Specify type of rental (room or type of equipment), estimated length of rental, rental rate and total cost of each rental. For example,
  - o *Room rental (local rate for conference room rental) # of hours use x hourly rate*
  - o *Photographic or computer system rental: # hours used x hourly rental rate*
- Materials and supplies. The cost of materials and supplies, necessary to carry out the grant project, are allowable. This may include maps; material for grant related correspondence, reports, flyers, pamphlets. Purchases made specifically for the grant project should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates and allowances received.

Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing, consistently applied. These may be charged to the federal and/or applicant's share of the project. Specify type of material or supply being used, amount, price and total price.

Materials and supplies donated by third parties. The cost of these supplies may be charged at cost under any recognized method of pricing, consistently applied. The value should be placed in the applicant match in-kind column of the budget. Show type of material or supply, cost, and total value.

- Professional and consultant service costs. Cost of professional and consultant services rendered by persons or organizations that are members of a particular profession or possess a special skill, are allowable. A subcontract with consultant outlining responsibilities, standards, products and fees will be required. Consultants are reimbursed for all time spent on the project (planning training workshops, participating in workshops/meetings, research, fieldwork, travel time to the CLG, research facilities, etc.). The current maximum hourly rate is \$81.85.

In the budget, show total number of hours, hourly rate of pay, and total compensation for consultant and as separate costs, total mileage, mileage compensation rate and total cost for mileage as well as total per diem days, per diem rate, and total cost of per diem expense.

Publication and printing costs. Costs of printing and reproduction services necessary for grant administration and grant project activities are allowable. Photographic processing and printing are included in these costs and should be identified as such. These can be charged to the Federal and/or the applicant share of the total project cost. Specify type of item, number produced of each item, show per page or copy rate and the total cost.

- Personnel. Project-specific personnel hired as regular employees specifically for the grant project. Eligible costs are salary expenses. These costs may be charged to the federal portion and/or the applicant portion of the budget. These costs are classified as "cash" on the budget page of the grant application. On the budget page, for each project specific employee hired, show the total estimated hours times the hourly rate and total salary expense, e.g., *draftsman @ \$20.00 x 5 hours*.
- Volunteers. Volunteer personnel may contribute time to the grant project. If a volunteer is performing tasks within his/her normal trade or profession, eligible costs include the volunteer's normal rate of pay up to established maximums. If the volunteer is performing tasks outside of his/her normal trade or profession, eligible costs may include the rate established for Iowa by the Independent Sector for the hours worked. These costs may be utilized only for the applicant portion of the budget and are classified as In-kind/Volunteer on the budget page of the grant application. To determine **the most recent value for Iowa**, please go to: [http://www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)
- Personal Services. These costs would include reimbursement to regular employees of the city or county who spend all or part of their time working on the grant project. Eligible cost is the salary of the employee. The employee must be working in the same skill for which he/she is normally paid; otherwise, the wage rate established by the Independent Sector is used. These costs may be charged to the applicant match portion only. These are considered in-kind match and would be placed in the In-kind/Volunteer match column. In the Budget Table, show



estimated hours X hourly rate for each employee and total salary cost. On the budget page show as follows, *Planning Director, hourly salary rate \$30.00 x 40 hrs. = \$1,200.00.*

- **Mileage.** The mileage of trips taken in performing grant activities costs may be charged to the grant budget. Mileage costs do not include costs of mileage from place of residence of project personnel to the project site (except consultants who live in one community and travel to a job site in another community). Mileage paid for by the Applicant/grantee to consultants or personnel hired to work on the project may be charged to the federal portion and/or to the applicant match portion of the budget. Donated mileage accumulated by CLG employees or third party volunteers while engaged in project activities may be charged only to the applicant match portion. Maximum mileage rate is 39 cents per mile. On the budget page, show total estimated mileage times mileage rate and total cost of or value of accumulated mileage, e.g., *consultant mileage 500 miles x 39 cents per mile = \$195.00*
- **Travel.** Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by consultants or other paid employees while engaged in grant project activities. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstances in non-federally sponsored activities. Maximum rates for travel related costs are as follows:

Actual Basis:

*Breakfast, up to \$ 8.00*  
*Lunch, up to \$10.00*  
*Dinner, up to \$19.00*  
*Lodging, up to \$80.00 plus taxes, per night*

*Or*

Per Diem Basis

*Total Charge per day for meals and lodging \$117.00*  
*Could add a daily mileage allowance*

**What costs can be underwritten by the grant?**

- With two exceptions, all costs can be charged to the grant. The two exceptions are staff salaries, commissioner and volunteer reimbursement for time and mileage.
- Costs can be divided between the grant and the applicant. For example, a charge of \$200.00 for copying could be prorated to \$100.00 as part of the grant request and \$100.00 as CLG applicant cash match.

**What can be used as “Applicant In-Kind Match”?**

- All the time that the local project director and commission members spend involved in grant project related activities.
- All the time that volunteers and meeting participants spend involved in grant project related activities including meetings, review of documents, planning
- All the time that city or county staff and officials spend involved in grant project related activities
- All the mileage that commissioners, volunteers, staff and officials accumulate traveling to participate in grant project related activities.
- The value of all communication costs (telephone, email, post, fax), materials (paper and filing supplies, etc.), services (clerical, photographic, drafting, graphic arts, editing, administrating, etc.) that local project director, volunteers, commissioners, and staff contribute to the project.
- The value of goods (e.g., paper, copying or printing etc.) and services (e.g., producing multiple copies of the final report, computer services, professional photography, graphic artist, promotional) contributed to the project by the City or County or the public.
- Local value of equipment or facility rental for meetings and other project related events. In regard to equipment rental, e.g., use of projectors, public address systems, video cameras, Iowa Communication Network, or equipment (remote sensing, machinery) for archaeological investigation

**The following costs are not allowed:**

- Any cost related to a fundraising appeal.
- Alcoholic Beverages. Costs of alcoholic beverages are unallowable.
- Archaeological Salvage. Costs of data recovery unrelated to increasing an understanding of a National Register property are unallowable.
- Honoraria. Payments for honoraria are not allowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for a recipient. (Payments for services rendered, such as a speaker's fee at a grant-assisted workshop, are allowable).
- Lobbying. The cost of certain activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost. The costs associated with activities or any form of communication designed to influence in any manner a Member of Congress to favor or oppose any legislation or appropriation are unallowable. For non-profit organizations, attempts to influence outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity or similar activity; any attempt to influence: the introduction of Federal or State legislation; or the enactment or modification of any pending Federal or State Legislation; legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

- Meals. Costs of meals for grantee employees or CLG Commission members are not allowed, except as per diem when such persons are on travel status in conjunction with eligible activities (e.g., scholarship to attend the NAPC Forum).
- Mitigation expenses. Cost of mitigation activities performed as a condition or precondition for obtaining a Federal permit or license or funding by other Federal programs are not allowable.
- Museums. Costs of museum exhibits, staff salaries, and other administrative expenses, including maintenance, are unallowable, if they are not directly related to HPF-eligible activities.

## **COMPLETING THE BUDGET**

When working on this budget section, it is recommended that you begin with your large expenses that will be funded by the grant.

After that enter your expenses which will be provided by cash you will provide (if applicable). Then enter your in-kind match, for example volunteer labor (be sure to use the value established by the Independent Sector for Iowa), any donated materials, etc.

Remember some costs can be split between the grant and applicant match (for example, you plan to pay a consultant a total of \$10,000. \$8,000 will be funded by the CLG grant and you will provide \$2,000 in cash match).

The most important figure on the budget and the one that cannot be changed once your grant is awarded is the amount of the CLG grant.

## **PART V**

### **PROCESS AND CRITERIA FOR EVALUATION OF APPLICATIONS AND RECOMMENDING GRANT AWARDS**

#### **THE REVIEW PROCESS**

Three different groups evaluate the CLG grant applications: the Historic Preservation professional staff, the State Nomination Review Committee (SNRC), and the State Historical Society Board of Trustees.

During the historic preservation professional staff review, applications are checked to make sure they meet federal and state grant requirements (Evaluation Standard 1) and to provide preservation professional comment on how the project meets the other four Evaluation Standards.

The State Nomination Review Committee conducts individual and group reviews. They rank the applications and comment on them in their individual reviews, then meet and discuss the ranking of the applications during their group review. The group review is concluded with a funding recommendation. They can recommend the following:

- a. That a proposed project be funded in full
- b. That a proposed project be partially funded
- c. That a proposed project not be funded

The final review is done by the Trustees, who consider the review and recommendations of the SNRC, then make funding recommendations to the State Historic Preservation Officer.

The State Historic Preservation Officer makes the grant awards based on the evaluations and recommendations from these three groups. The evaluation process begins upon receipt of the final applications and will be completed in December.

#### **EVALUATION STANDARDS**

All CLG grant applications are evaluated using the five standards described below:

##### **Standard I.**

##### **COMPLIANCE WITH FEDERAL STANDARDS AND STATE CLG GRANT PROGRAM GUIDELINES**

Desired: The proposal and project activity conforms to federal standards and state CLG grant program guidelines. Meeting these standards and guidelines means the applicant used the appropriate application form, provided complete information, provide required number of copies, had original signature of chief elected official on one application on first page and the final budget page. In addition, the application was for a historic preservation project, the proposed activities complied with the Federal Standards and State guidelines. The applicant proposed to generate all of the required products for that type of project. The budget was complete and all proposed costs met federal and state requirements

Not Desirable: If the proposed grant activity does not conform with federal standards or state CLG grant program guidelines, the project includes activities, products or projected costs that are not allowed, information is incomplete or missing, then the project may be disqualified. The project includes activities, products or projected costs that are not appropriate for the proposed project. The applicant incorrectly identified the type of project: e.g., identified as a planning project when it is registration project. The project will be done without the use of a historic preservation professional. Budget unit rates do not comply with federal or state standards.

Any project that is submitted before the final deadline and is found to be incomplete or problematic will be returned to the applicant to allow for revisions and corrections. To qualify, the applicant will need to submit the revised application by the final deadline.

The State Nominations Review Commission uses Standards II. through V. when they review and evaluate the applications.

### **Standard II**

#### **CLEARLY STATED OR SPECIFIC GOALS THAT CAN BE REALISTICALLY ATTAINED WITHIN THE FUNDING PERIOD AND PROPOSED BUDGET.**

Desired: There is a clearly stated goal for the project. The scope of work contains the requisite activities and products for achieving the goal and completing the type of project. The commission will use a qualified consultant and has sufficient in-house personnel (commission volunteers, city/county staff, community volunteers) to do the job. The budget is realistic in terms of time and cash allotments for completion of the various project activities. There is sufficient time to do the work.

Not desirable: It is unclear what the project goal is, several conflicting goals have been identified. The project includes activities and products cannot be completed within the proposed time frame. The local match for the project seems weak, e.g., not enough volunteers, too few hours, or too ambitious, expect too much from local volunteers. There is a lack of understanding of what such a project entails as reflected in the activities and schedule in the scope of work. Project personnel will not have the expertise needed to complete the work or there is not a clear demonstration of in-house paid or volunteer help to complete the project. The project cannot be completed within the stated time frame and/or for the proposed cost.

### **Standard III**

#### **MEASURABLE RESULTS OR PRODUCTS (NUMBER, QUALITY)**

Desired: The applicant clearly describes the project impact and generated products and explains how this will further the local or state historic preservation effort. Describe the results or products and how these will help to grow the historic preservation program. The project will result in the required products and there will be additional benefits. For example, public meetings in which the consultant will work with the commission and other volunteers from the community. An effort to publicize the project. The project may provide a model in terms of the way it is organized or the products generated for other CLGs.

Not desirable: The project will not result in the required products and/or schedule and budget suggest insufficient funds and time have been allotted to the project so that the products will not be good ones.

#### **Standard IV**

##### **LINKAGE WITH GOALS AND OBJECTIVES EMBODIED IN STATE OR LOCAL PRESERVATION PLANS.**

Desired: The applicant demonstrates how this completion of this project fits into local and/or State goals. For example, the applicant discusses how a planning for preservation project will assist a newly certified City or County in understanding how they can use their historic preservation program to the benefit of the community and identify some future projects. Another example, the applicant discusses how the proposed survey and evaluation project will contribute to the local and state property inventory, position the area for future registration projects and better comprehensive land use planning in that area.

Not desired: The applicant makes no reference to long term local or state preservation goals and objectives. The applicant has not demonstrated an understanding of how this project will further historic preservation objectives in the community (city or county) and or the State.

#### **Standard V.**

##### **ABILITY TO COMPLETE THE PROJECT**

Desired: The applicant demonstrates through previous CLG grant performance or work on other historic preservation projects an ability to complete the task. In addition, the applicant shows commission commitment to the project through the involvement of commissioners; public support for the project through the involvement of staff, community groups and individuals. Local officials demonstrate project support through in-kind and cash match contributions.

Not Desired: The applicant does not address problems that occurred in previous CLG grant or other projects. There appears to be insufficient support by the commission, staff, groups and individuals. There is no local governmental support or involvement.

#### **How SNRC APPLIES THE STANDARDS**

The standards are applied to the application as a whole. A month before the October SNRC meeting, all SNRC members receive a packet containing the grant applications, staff comment, and a summary of each applicant's CLG grant history. The SNRC members read and rank the applications before the October meeting. Each application receives a ranking based on its relative rank from highest (should be funded) with a score of one (1) to lowest (should not be funded). For example, if fourteen (14) applications were submitted, then the lowest ranking application would rank fourteenth and receive a score of 14. The SNRC members send their ranking sheets to the CLG Coordinator, who prepares a table showing how each SNRC member scored and ranked each of the applications and showing the average rank of each application, determined by totaling the individual scores and dividing by the number of SNRC members.

## APPEALS

Applicants may appeal CLG grant award decisions. The appeal should be submitted within 30 days of the notice of the award and directed to the Deputy State Historic Preservation Officer. The appeals procedure is outlined in the State of Iowa Administrative Code.

- a. The initial appeal shall be received within 30 days of notification of grant award.
- b. The written appeal shall contain the following items:
  - (1) Facts of the appeal;
  - (2) Argument in favor of the appeal; and
  - (3) Remedy sought.
- c. Appeals shall be considered on the grounds that staff or review committee action was:
  - (1) Outside statutory authority;
  - (2) Violated state or federal law;
  - (3) Afforded inadequate public notice;
  - (4) Procedure was altered to the detriment of the applicant without sufficient prior notice; or
  - (5) A conflict of interest.
- d. The Deputy State Preservation Officer will consider, rule on the appeal, and notify the appellant of the decision within 30 days of receipt of the appeal.
- e. If the decision and remedy is believed insufficient by the appellant, then the appellant may appeal to the State Historic Preservation Officer using the process outlined above. The State Historic Preservation Officer will consider, rule on the appeal, and notify the appellant of the decision within 30 days of receipt of the appeal.
- f. If the decision and remedy is believed insufficient by the appellant, then the appellant may appeal to the Director of the Department of Cultural Affairs, using the process outlined above. The Director of the Department of Cultural Affairs will consider, rule on the appeal, and notify the appellant of the decision within 30 days of receipt of the appeal. The decision of the Director of the Department of Cultural Affairs shall be final except as provided by Iowa code sections 17A.19 and 17A.20.

# **SAMPLE AGREEMENT (AKA CONTRACT)**

Please note that grant agreements are signed through DocuSign so formatting of the final agreement will be different

Contract No. [legacy grant number]

STATE HISTORICAL SOCIETY OF IOWA  
GRANT-IN-AID AGREEMENT FOR:

[city or county recipient]

**Certified Local Government Grant Project**

This Grant-In-Aid Agreement (Contract) is between [city or county recipient] (RECIPIENT) and the STATE HISTORICAL SOCIETY OF IOWA (SHSI).

WITNESSETH:

WHEREAS, the SHSI, is interested in broadening the role of local governments in historic preservation through the Certified Local Government program; and

WHEREAS, the RECIPIENT has demonstrated its interest in historic preservation by becoming a Certified Local Government, and desires to complete [title of project]

NOW THEREFORE, it is agreed by the parties as follows:

## **ARTICLE I - Designation of Officials:**

a. The Deputy State Historic Preservation Officer (SHPO) is the SHSI Official authorized to execute the contract and any changes in the terms, conditions, or amounts specified in this Contract. The SHPO may designate a staff member to negotiate, on behalf of the SHSI, any changes to the Contract.

b. [city or county authorized official, mayor or chair of BOS] is the RECIPIENT'S Official authorized to execute the contract and any changes in the terms, conditions, or amounts as specified in this Contract.

## **ARTICLE II - Duration**

This Contract shall be in effect commencing on the date of the last signature executing this document and will terminate on **August 31, 2024**, unless earlier terminated pursuant to the provisions of this Contract.

## **ARTICLE III - Conditions of Payment:**

a. The maximum amounts to be paid to the RECIPIENT by the SHSI for any item of work or services shall be the amount specified herein. All payments for work and services under this Contract shall be on a cost-incurred, non-profit basis.

b. All payments to the RECIPIENT shall be subject to the receipt by the SHSI of a Request for Reimbursement. This request shall be made according to the format specified by the SHSI with reimbursement to the RECIPIENT occurring at intervals no more than sixty (60) days after approval of request.

c. SHSI shall provide only for Project costs eligible under provisions stipulated by the National Park Service, U.S. Department of the Interior for grants-in-aid. Project work which does not meet the Secretary of the Interior's applicable Standards for Archaeology and Historic Preservation will not be reimbursed under this Contract.



#### **ARTICLE IV – Intellectual Property:**

- a. No material or product in whole or in part under this Contract shall be subject to patent or copyright by either party in the United States or in any other country.
- b. The Recipient will secure all necessary permissions and licenses to avoid misappropriating or infringing on intellectual property rights of any other party when carrying out the Project.
- c. The U.S. Department of the Interior and the SHSI shall reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish (including in an electronic format), or otherwise use for government purposes, and to authorize others to use, any materials produced in whole or in part under this Contract.

#### **ARTICLE V - Accounts and Records:**

- a. The RECIPIENT shall maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues acquired under this Contract to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, supplies, services, and other costs and expenses of whatever nature, for which payment is claimed under this Contract.
- b. At all times during normal business hours and as frequently as is deemed necessary, the RECIPIENT shall make available to the SHSI all of its records, pertaining to all matters covered by this Contract and shall permit the SHSI to audit, examine and make excerpts from such records and all other matters covered by this Contract.
- c. All financial records in the possession of the RECIPIENT pertaining to this Contract shall be retained by the RECIPIENT for a period of three (3) years beginning with the date upon which final payment under this Contract is issued. All records shall be retained beyond the three (3) year period if audit findings have not been resolved within that period.
- d. The SHSI shall reimburse the RECIPIENT for actual, necessary and eligible costs incurred by the RECIPIENT in the conduct of the Project. All claims shall include copies of time utilization sheets, records, documents and other evidence in support of all costs and expenses incurred for the performance of this Contract.
- e. The RECIPIENT shall provide a permanent copy of financial records suitable for State and Federal audit as directed under the Single Audit Act of 1984, P.L. 98-502, if required.
- f. All products, including but not limited to, survey reports, nominations, inventory forms, and studies shall be retained permanently by the RECIPIENT.

#### **ARTICLE VI – Indemnification**

- a. The RECIPIENT shall indemnify, defend, and hold harmless the SHSI, the State of Iowa, its departments, divisions, agencies, sections, commissions, officers, employees, and agents from and against all losses, liabilities, penalties, fines, damages, and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
  - 1. Any claim, demand, action, citation, or legal proceeding arising out of or resulting from the Project.
  - 2. Any claim, demand, action, citation, or legal proceeding arising out of or resulting from a breach by the RECIPIENT of any representation, warranty, or covenant made by the RECIPIENT in this Contract.
  - 3. Any claim, demand, action, citation, or legal proceeding arising out of or related to an act or omission of the Recipient or any of their agents in its capacity as an employer.

## **ARTICLE VII - Termination of the Contract**

- a. Either party may terminate this Contract due to the material breach of the Contract by the other party if such breach is not cured within sixty days after receipt of a written notice of breach and demand for cure.
- b. The SHSI shall terminate the Contract for cause if it determines that the RECIPIENT is not following cost eligibility requirements as outlined in the Secretary of the Interior's applicable Standards for Archaeology and Historic Preservation, and OMB regulations in 2 CFR 200
- c. The SHSI may terminate this Contract for any reason following 30 days' written notice.
- d. This Contract may be terminated with no notice if, in the sole opinion of the SHSI, the legislature or governor deappropriate, suspend, fail to appropriate, or fail to allocate, funds sufficient for the SHSI to meet its obligations under the Contract. Additionally, this Contract may be terminated with no notice if, in the sole opinion of the Agency, the legislature or governor materially alters the SHSI's authorization to conduct the activities contemplated in in this Contract, its duties, its responsibilities, or its programs.
- e. Right to Incomplete Products - In the event the Contract is terminated, all finished or unfinished portions of the work prepared by or for the RECIPIENT under this Contract shall, at the option of the SHSI, become its property, and the RECIPIENT shall be entitled to receive reasonable compensation from the Certified Local Government Grant for work on the Project which, in the opinion of the SHSI, was satisfactorily completed.

## **ARTICLE VIII - Interest of Officials and Others:**

- a. No officer, employee or advisor of the SHSI including a member of the State Historical Society of Iowa Board of Trustees or the State Nominations Review Committee, shall participate in any decisions relating to this Contract which affect his personal interest or the interest of any corporation, partnership or association in which he is directly or indirectly interested or have any interest, direct or indirect, in this Contract or the proceeds thereof. A person has a conflict of interest with respect to a sub-grant, contract, subcontract, or any agreement supported with state or federal assistance if the person or any of the following has a financial interest in that application: the person's spouse, minor child, or partner, or; any organization in which the person is serving as an officer, director, trustee, partner or employee, or; any person or organization with whom the person is negotiating or has any arrangements concerning prospective employment. Benefit or remuneration other than a fee in accordance with applicable statewide procedures includes, without exception, royalty, commission, contingent fee, professional services contract, brokerage fee, or other payment accruing to the person or any member of his immediate family.
- b. The RECIPIENT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.

## **ARTICLE IX - Procurement of Professional Services and Equipment:**

- a. The RECIPIENT shall procure professional services by competitive negotiation, or small purchase procedures. This requires solicitations from at least three sources to permit reasonable competition consistent with the nature and requirements or the procurement. "Cost-plus-a-percentage-of-cost" contracting is forbidden. Cost reimbursement or fixed-price contracting is required.
- b. Project consultants must meet the minimum professional standards as outlined in the Standards and Guidelines for Archaeology and Historic Preservation.
- b. The RECIPIENT must receive prior written permission from the SHSI and the National Park Service before purchasing any piece of equipment under this Contract worth over \$5,000.

#### **ARTICLE XI – Acknowledgments:**

a. Publication, films, exhibits, and similar works developed as a part of this Contract shall acknowledge Federal aid by including the following statement as part of the Title or Acknowledgment Section with each item produced:

**"The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior.**

**"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."**

#### **ARTICLE XII - Equal Opportunity: Code of Fair Practices**

a. The RECIPIENT will not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age or physical or mental disability. The RECIPIENT will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age or physical or mental disability except where it related to a bona fide occupational qualification. Such action shall include but be not limited to the following; employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The RECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this nondiscrimination clause.

b. The RECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the RECIPIENT, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sex, age or physical or mental disability except where it relates to a bona fide occupational qualification.

c. The RECIPIENT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of the RECIPIENT commitments under this nondiscrimination clause and shall post copies of the notice in a conspicuous place available to employees and applicants for employment.

d. The RECIPIENT will comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended, Iowa Executive Order #15 of 1973, and all provisions relevant to fair employment of the rules and regulations of the SHSI. The RECIPIENT will furnish all information and reports requested by the SHSI or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the SHSI for purposes of investigation to ascertain compliance with such rules, regulations or requests, or with this nondiscrimination clause.

e. In the event of the RECIPIENT's noncompliance with the clauses of this Contract or with any of the aforesaid rules, regulations or requests, this Contract may be canceled, terminated, or suspended in whole or in part and the RECIPIENT may be declared ineligible for further contracts with the SHSI. In addition, the SHSI may take such further action, and such other sanctions may be imposed, and remedies invoked, as provided by the Iowa Civil Rights Act of 1965 as amended, Chapter 601A, Code of Iowa 1973, as heretofore and hereinafter amended, or by the rules and regulations of the State of Iowa or as otherwise provided by law.

#### **ARTICLE XIV - Amendment:**

This Contract may only be amended in writing after mutual agreement by the parties. The parties may amend the Contract at any time. The amendment will be effective as of the date of the amendment unless otherwise specified.

**ARTICLE XV - Waiver:**

Except as provided by explicit written waiver signed by the parties, failure by either party to require performance or claim breach shall not be construed as affecting subsequent assertion of those rights.

**ARTICLE XVI – Integration:**

This Contract represents the entire Contract between the parties. The parties shall not rely on any representation that may have been made which is not included in this Contract.

**ARTICLE XVII - Assignment of Interest:**

This Contract, any interest herein, or any claim hereunder shall not be assigned, delegated, or otherwise transferred by the RECIPIENT to any other party or parties without prior written approval by the SHSI. Any assignment, delegation, or other transfer without prior written approval by the SHSI is void.

**ARTICLE XVIII - Subcontract:**

None of the work or services required under this Contract shall be subcontracted by the RECIPIENT without prior written approval to subcontract by the SHSI.

**ARTICLE XIX - Choice of Law and Forum**

The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Contract without regard to the conflict of law provisions of Iowa law. Any and all litigation commenced in connection with this Contract shall be brought and maintained solely in Polk County District Court for the State of Iowa, Des Moines, Iowa, or in the United States District Court for the Southern District of Iowa, Central Division, Des Moines, Iowa, wherever jurisdiction is appropriate. This provision shall not be construed as waiving any immunity to suit or liability including without limitation sovereign immunity in State or Federal court, which may be available to the SHSI or the State of Iowa.

**ARTICLE XX - Severability**

If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Contract.

**ARTICLE XXI – Incorporation and Priority**

Attachments included with this document are incorporated into the Contract by reference. If there is conflict between the Contract and those documents incorporated into it—or conflict between the incorporated documents—the conflict shall be resolved according to the following priority, ranked from the highest to the lowest priority: (1) the Contract; (2) Attachment A; (3) Attachment B; (4) Other Attachments.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day and year last specified below.

RECIPIENT
[city or county authorized official, mayor or chair of BOS]
X
Date

SHSI
Deputy State Historic Preservation Officer, State of Iowa
X
Date

## ATTACHMENT A

### SCOPE OF WORK

#### A. WORK ELEMENTS

[scope of work]

#### B. PRODUCTS

The SHSI will furnish the following:

CLG Grant Project Director's Manual  
Forms for documentation of match

The RECIPIENT will produce and distribute the following grant products:

Following receipt of the Notice to Proceed and executed Contract, the Local Project Director will complete and submit a progress reporting form to the SHSI quarterly. The Local Project Director is encouraged to submit these quarterly reports electronically.

**Tangible work products include:**

All products created under this grant will include the acknowledgement:

*The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior.*

*The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.*

[work products]

#### C. SCHEDULE: ACTIVITIES AND PRODUCT SUBMISSION

Upon receipt of the Notice to Proceed and the execution of the Contract, the RECIPIENT may begin work on the Project. The RECIPIENT is expected to begin work on the Project within 20 days of receiving the notice and the copy of the Contract. All work performed under the Contract will be completed by **July 31, 2024** and the final bill must be submitted with the final report by **August 15, 2024**. The Contract will end on or before **August 31, 2024**. Early completion of Contract activities and submission of Contract products is encouraged.

**Tentative Schedule:**

[schedule]

**D. REIMBURSEMENT SCHEDULE**

Payments by the SHSI shall be made upon receipt of billing invoices from the RECIPIENT that relate expenses being billed to budgeted expenses identified in Attachment B. Each payment request will be audited by the SHSI to ensure that sufficient progress has been made in support of the invoice. Timely submission of products is essential for reimbursement.

Claims for reimbursement must be accompanied by a progress report. Claims must be submitted through Slideroom.

The following payment schedule will be used:

Approval of draft products	up to 70% of grant
Approval of all products	remaining balance of the grant

Adjustments between budget categories are permissible following written mutual consent between the RECIPIENT and the SHSI pursuant to Article XIV.

**E. COORDINATION**

This Project will be managed by the RECIPIENT in cooperation with the SHSI. The RECIPIENT will be represented by a Project Director, and the SHSI will be represented by -----, State Historical Society of Iowa, New Historical Building, 600 East Locust, Des Moines, Iowa 50319-0290 at \_\_\_\_\_.

The RECIPIENT's Project Director will maintain continuous coordination with the SHSI's Project Manager, during the Contract.

**ATTACHMENT B:**

**BUDGET**

[budget]





CERTIFIED LOCAL GOVERNMENT
QUARTERLY PROGRESS REPORT
<b>Grant Recipient:</b>
<b>Grant #:</b>
<b>Report for the period:</b>
<b>Contact Person:</b>
<b>Daytime Phone #:</b>
Describe the progress made during this month toward accomplishing the goals of your project. Refer to work elements and products listed in the Exhibit C-contract scope of work.
Is the project currently on schedule? If not, please explain. Describe any significant problems encountered this month which may impede the successful and timely completion of your project.
Submit an electronic copy in ESHPO under the technical assistance tab

(continued on the reverse side)

### Itemized Project Match

<b>Category</b>	<b>Column 1 Match accumulated this month (hours, mileage, etc.)</b>	<b>Column 2 Value of match accumulated <u>this</u> <u>month</u> (Column 1 x unit cost)</b>	<b>Column 3 Total match accumulated <u>to date</u> (including this month)</b>	<b>Column 4 Amount of match committed to per contract (BUDGET)</b>
A. Volunteer hours	_____ hours	\$	\$	\$
B. Staff/other hours	_____ hours	\$	\$	\$
C. Mileage	_____ miles	\$	\$	\$
D. Room use and rental		\$	\$	\$
E. Contributed Materials		\$	\$	\$
F. Contributed Communication		\$	\$	\$
G. Contributed Services		\$	\$	\$